

# Job Outline

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## Job Title:

Community Mobile Librarian

## Basis:

18.5 hours per week

## Salary:

Grade 7

## Status:

Permanent

## Base:

Pyle Life Centre

## Accountable to:

Resources Development Librarian

## Accountable for:

N/A

## Your Role:

Books on Wheels delivers a library service to the doors of community members who find it difficult to reach our static libraries. You will work as part of a small team to deliver the Books on Wheels Service, selecting and delivering books and other resources to homes according to a designated timetable.

## In this role, you will:

- Deliver a library service to people's homes via the Books on Wheels vehicle.
- Meet and induct new library members. Select books based on discussions with customers and manage their loan, and submit reservations and requests for items not immediately available.
- Share the driving and deliveries with the team and ensure vehicle checks are carried out according to procedures. Operate the vehicle safely and efficiently in accordance with Awen's guidelines and protocols.
- Work with the team to manage the stock resources of the Books on Wheels service in line with current policies and to meet the needs of users.
- Maintain records of clients within the Library Management System in accordance with GDPR policies and regulations.
- Work with partner organisations where appropriate to deliver information to our more isolated customers.
- Maintain internal and external cleanliness of the Books on Wheels vehicle.
- Participate in the formulation of the Books on Wheels timetable to ensure maximum mileage efficiency.
- Participate in arrangements to ensure frontline services to the public across libraries are maintained at all times. Working evenings and weekends when timetabled or required, to support service delivery is a requirement of this post.

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## General Duties and Responsibilities:

- Be responsible for your own health and safety and that of other staff and any member of the public who may be affected by your acts and omissions at work
- Participate in any training and development activities to maintain own development or to enhance competence within job-role
- Uphold and integrate our purpose and values in all that you do, observing and promoting Awen's four values at all times – Creative, Empowering, Collaborative and Fair
- Ensure that activities are completed in accordance with Awen's commitment to equality, diversity and Inclusion and in line with best practice and legislation
- To actively challenge discrimination and stigma in the workplace.
- Be responsible for safeguarding and promoting the welfare of children, young people and adults at risk
- To look after your own physical and psychological wellbeing wherever possible.
- To support the psychological and physical wellbeing of our colleagues/team and encourage an empathetic and inclusive culture
- Be responsible in helping us achieve our sustainability ambition by contributing to reduce your individual carbon footprint and working towards the organisational objectives in line with the Awen sustainability strategy.
- Compliance with Awen's policies and procedures
- This is not a complete statement of all duties and responsibilities comprising this post, and this document will be regularly reviewed. You may be required to undertake other tasks/duties that are reasonably assigned to you and are within the capability and grade of this role.

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# Person Specification

## The Person (ESSENTIAL CRITERIA ARE INDICATED AS (E):

- Excellent interpersonal skills (E)
- Approachable and confident working with vulnerable adults (E)
- Empathy with older people and their needs (E)
- Ability to organise and manage priorities and tasks (E)

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# Qualifications, Skills, Abilities and Experience:

(ESSENTIAL CRITERIA ARE INDICATED AS (E):

- Good IT skills across a range of software, apps and devices (E)
- Ability to work well in a small team as well as on your own. (E)
- Experience of working with public (E)
- Full Driving Licence (E)
- A flexible approach to work (E)
- Able to prioritise your work and meet deadlines (E)
- Ability to lift boxes of stock, (up to 22kgms), load and unload the delivery van (E)
- Ability to Speak Welsh
- Working knowledge of the Bridgend area
- Experience of working with books, or knowledge of current publishing output
- Up to date IT qualification

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